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16 MAY 1967

MEMORANDUM FOR: Director of Personnel

SUBJECT : Proposed Revisions to HR [REDACTED] Organization -
Office of Logistics, and HR [REDACTED] Organization -
Office of Personnel

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REFERENCES : (a) Memo dtd 31 Mar 67 to D/L fr D/Pers, same
subject

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(b) HN [REDACTED] dtd 6 May 66, subject: Transfer of
the Personal Property Section

(c)

(d) LN 1-3 dtd 15 Mar 66, subject: Transfer of
Transportation Division Functions and
Responsibilities

1. Your memorandum of 31 March 1967 addresses itself to two substantive areas of particular interest to the Office of Logistics (OL), viz., areas of responsibility and workload and staffing. In consonance with the view expressed in Reference (a), a further examination has been made of the organizational responsibilities for the movement of employees' effects. Under References (b) and (c), an organizational change was made transferring the Personal Property Section (PPS) from OL to the Office of Personnel (OP). Reference (b) placed the responsibility on the Director of Personnel for providing technical guidance and assistance to employees in arranging shipment and storage of employees' personal property. The transfer of PPS to OP was effective on 16 March 1966. The functions and responsibilities for staff and policy guidance on all transportation matters and programs, in support of Agency logistical activities, were transferred to the Planning Staff, OL (PS/OL) [Reference (d)].

2. The proposed regulation change is merely intended to bring the regulations in line with Reference (b). It addresses itself only to technical guidance on travel arrangements for Agency personnel, including the shipment and storage of employees' personal effects as stated in the Headquarters Notice. Technical guidance for Agency employees

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

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SECRET

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25X1A

was understood to mean the day-to-day operating interpretation and application of regulations which this Section is doing daily. Related staff and policy guidance properly remains in OL and is beyond the scope of technical guidance. Staff and policy guidance is available within PS/OL, the same as it was within the former Passenger Movement Branch. Therefore, the conclusion reached in paragraph 4 of your memorandum is probably due to a misunderstanding. This guidance is available upon request, as we originally agreed.

3. We agree that the movement of personnel and household effects is primarily a Logistics function. For this reason, Logistics career employees are assigned to the Central Processing Branch (CPB). We will continue to work with CPB/OP on professional staff and policy procedures and substantial matters that relate to the specific duties assigned to Logistics personnel in the Travel Unit and PPS. Other staff and policy responsibilities associated with the travel and transportation functions of the Agency have also been retained within OL.

25X9 4. A review of the PPS workload during the first 12 months after
25X9 it was transferred to your office, along with the six incumbent em-
25X9 ployees, indicates an increase in outbound and inbound shipments of
25X9 household effects, including privately-owned vehicles. The increase
in shipments was from [REDACTED] or 7 percent.
The increase in relate [REDACTED], an increase
of [REDACTED] or 5.9 percent. This results in a net overall increase of 6.67
percent. This boils down to an increase of less than [REDACTED] shipments per
month, or [REDACTED], and an increase of [REDACTED] storage lots per month,
or approximately [REDACTED] per week. Based on our years of experience with
this function, I believe that this slight increase in the Section's
workload can easily be absorbed without any increase in personnel.

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5. It is hoped that the above delineation of functions and responsibilities is clear. If, however, you believe it to be in our mutual interest to meet and discuss the functions and responsibilities of Logistics careerists in CPB, I will be glad to do so.

Signed: George E. Meloon
George E. Meloon
Director of Logistics

Att

Memo to C/SSS-DD/S dtd 24 Jan 67

SECRET

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Logistics, and HR [REDACTED] Organization - Office of Personnel

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OL/PS/TPB: [REDACTED] edk/[REDACTED] (8 May 67)

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TRANSMITTAL SLIP	
TO: OL/Registry	
ROOM NO. 1227	BUILDING Ames Center
REMARKS: Please return to above after concurrence by D/Pers. Thank you.	
FROM: Director of Logistics	
ROOM NO. 1227	BUILDING Ames Center
EXTENSION [REDACTED]	

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